



UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542-5001

(Legn)

BO 1320.7C
PMO/rh
18 Feb 1986

BASE ORDER 1320.7C

From: Commanding General
To: Distribution List

Subj: Disposition of Prisoners Delivered to Marine Corps Base

Ref: (a) MCO 1640.3B
(b) MCO 5500.6D
(c) MCO 3574.2F
(d) BO 1640.10B

Encl: (1) Instructions for Prisoner Escorts
(2) Absentee Apprehension Data
(3) Claim for Reward
(4) Claim for Subsistence for Civil Authorities
(5) Claim for Reimbursable Expense Military/Civilian

1. Purpose. To publish instructions for the disposition of prisoners delivered to Marine Corps Base.

2. Cancellation. BO 1320.7B.

3. Background

a. As host command, Marine Corps Base has the responsibility for disposition of prisoners returned or ordered to Camp Lejeune for disciplinary and/or administrative action. Final disposition is made at the time a prisoner is received for by the major command or Marine Corps Base organization responsible for administering action.

b. Prisoners are brought to this installation by means of prisoner escorts from other commands or returned by prisoner escorts from this command. The volume of incoming prisoners requiring processing, and the fact that they often arrive in large groups without timely notification, magnifies the need for orderly and timely processing and handling. This directive delineates responsibilities and disseminates instructions relative to the processing of incoming prisoners.

4. Information

a. The Base Provost Marshal is responsible for the initial safeguarding, processing and disposition of all prisoners delivered to this Base. This is normally accomplished through the Cross-country Chaser Unit of the Provost Marshal's Office.

b. The Base Adjutant, through the Absentee Processing Unit, is responsible for the assignment of all prisoners returned to Marine Corps Base. He is also responsible for monitoring correspondence relating to the return of prisoners, ensuring temporary additional duty orders are issued in compliance with instructions from higher authority to return prisoners to this command, and for further disposition of transient prisoners.

c. In certain cases, where it has been ascertained that the returnee is violent, may attempt to injure himself, or may require medical attention in transit, it may also be necessary to include medical personnel, in addition, to the regular escort. In such cases, the Chief, Branch Clinics, will be requested to provide necessary medical personnel to accompany the escort(s).

d. The Base Provost Marshal will maintain a Cross-country Chaser Unit of two prisoner escorts who meet assignment prerequisites as specified in reference (a). The Base Provost Marshal will specify equipment for prisoner escorts as appropriate to escort duties.

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e. The uniform for prisoner escorts will be the uniform of the day. Escorts must ensure their personal appearance and conduct set a high standard of military bearing at all times.

f. Prisoner escorts will assist civil law enforcement officials in obtaining reimbursement for expenses incurred in the apprehension and detention of prisoners. Escorts dispatched to return prisoners will have in their possession four copies of enclosures (2) through (5) for each prisoner to be returned. The escorts will return with the forms completed and deliver them to the Absentee Processing Unit who will endorse the forms and deliver them to the appropriate Disbursing Officer for payment.

g. Prisoner escorts will be governed by the instructions contained in reference (b) and enclosure (1). When not required for prisoner escort duty, personnel of this Unit may be otherwise employed by the Provost Marshal. They should not be assigned duties which render them unavailable to perform escort duties when required.

h. Movement of escorts and prisoners will be completed by the use of Government vehicle(s).

i. Prisoners should be clean, neat and well groomed, if possible. If the returnee is in possession of a complete presentable uniform, it should be worn in lieu of civilian attire.

j. Use of armed escorts during movement of prisoners will be accomplished in accordance with paragraph k and l below.

k. Cross-country prisoner escorts will be armed when the prisoner is under restraint or handcuffed. Personnel required to carry specific weapons in the performance of escort duties will:

(1) Have authorization to carry a weapon specifically stated in appropriate orders. Additionally, each escort's orders will state the circumstances under which deadly force can be used in accordance with the provisions of reference (b).

(2) Be thoroughly schooled on the proper use of the weapon, as required by reference (c) and will have fired at least a familiarization course with the issued weapon within the previous six months.

l. Instructions for the handling of weapons, during the transportation of personnel, will be in accordance with the information in enclosure (1) and (2).

m. Escorts may discover previously unidentified prisoners are confined in civilian institutions. Within the limits of safety and capabilities of the escorts, all personnel will be picked up provided no civil charges are pending. Transportation can be arranged with the local I&I Staff or Marine Corps Recruiters.

n. Prisoners delivered to Camp Lejeune from other commands will normally be accepted by the Cross-country Chaser Unit, which will be responsible for making disposition of prisoners.

o. Escorts returning prisoners to Marine Corps Base, at the direction of Headquarters Marine Corps, will do so only under appropriate TAD orders, except as indicated below. These orders will direct that the prisoners be delivered to the command to which they belong.

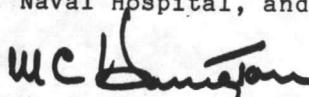
p. Headquarters Marine Corps has directed that this command respond to telephonic requests from the U. S. Army at Fort Bragg, NC to assume custody of all Navy/Marine prisoners apprehended. Escorts, in numbers required, will be dispatched by government vehicle to return prisoners as requested from Fort Bragg, NC, Myrtle Beach, SC, Wilmington, NC, Kinston, NC, and other nearby communities. These prisoners will be delivered to their commands. Confirmation/TAD orders will be issued, as appropriate, for the time/distance involved in local runs.

5. Action. Prior to the arrival of a prisoner and a Marine Corps Absentee Collection Escort, a representative of the originating collection unit will notify the Base Provost Marshal (Cross-country Chasers) as to the estimated time of arrival and the names of the prisoners of the flight. The Base Provost Marshal will assume

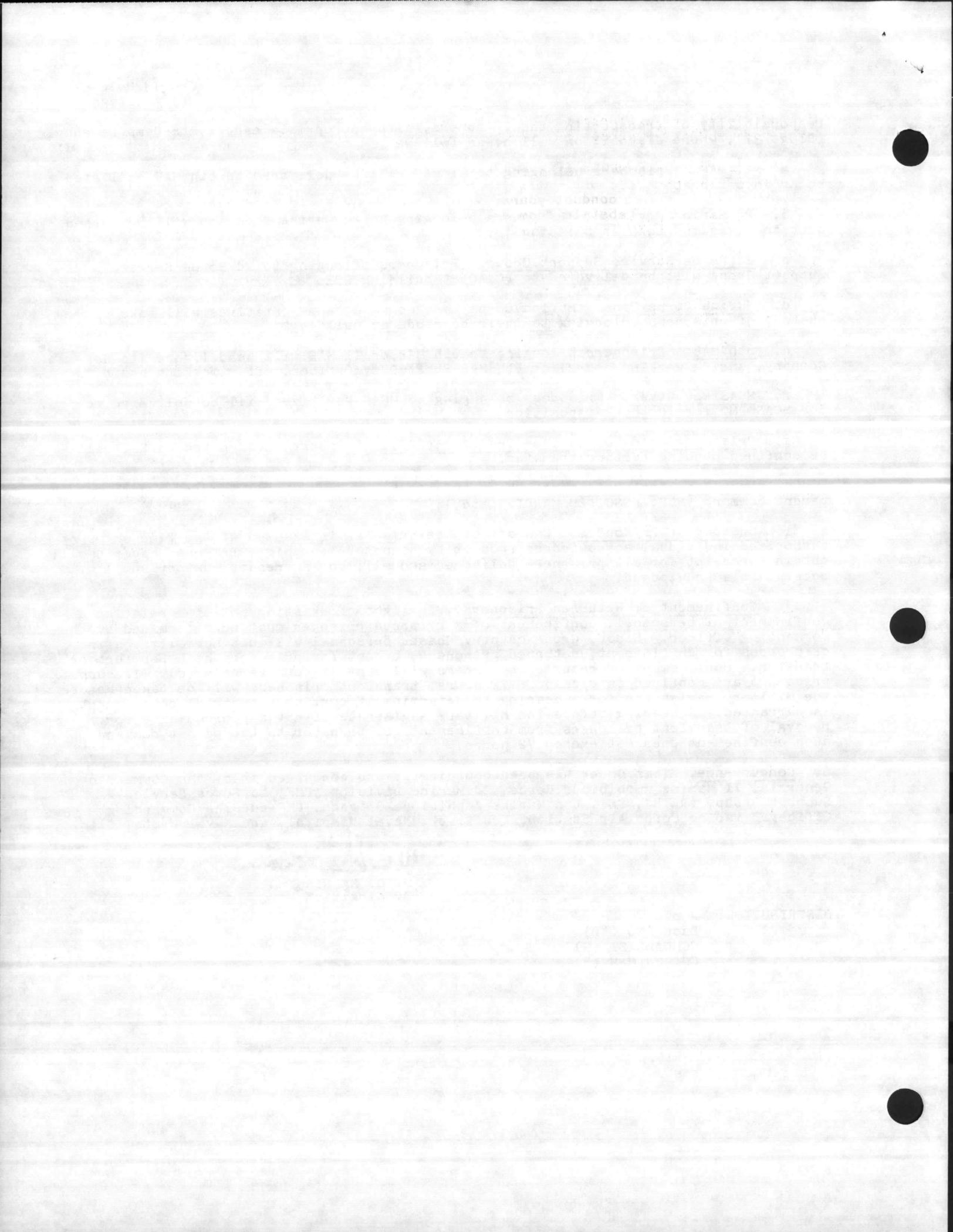
responsibility of transporting the prisoners, with appropriate escort, to Camp Lejeune, (Bldg. 37), where disposition will be as follows:

- a. II MAF. Prisoners belonging to II MAF will be delivered to 6th MAB as listed below in paragraph 5 e.
- b. 2d Marine Division. Prisoners belonging to 2d Marine Division will be turned over to Division PC&AO at building 10.
- c. 2d Force Service Support Group. Prisoners belonging to 2d Force Service Support Group will be delivered to PC&AO at building 203.
- d. Marine Corps Base. Marine Corps Base command representatives will take custody of prisoners belonging to their commands at building 1.
- e. 6th MAB. Prisoners belonging to 6th MAB or II MAF will be delivered to H&S Company, during working hours, or 6th MAB Staff Duty Officer, after working hours.
- f. MCAS New River. Prisoners belonging to MCAS New River will be delivered to the MCAS PMO for further disposition.
- g. Prisoners Held For Further Transfer (FFT). Prisoners designated as FFT will be confined pending further transfer.
- h. Navy Transient Prisoners. Navy transient prisoners will be delivered to their parent command (MCB, FSSG, 2D MARDIV, etc.).
- i. Custody of Prisoners. Custody of the prisoner is assumed at the time an authorized individual acknowledges receipt by signature for him. Prisoner escorts will obtain a receipt for all prisoners delivered and will not surrender custody until receipt is acknowledged.
- j. Confinement of Returned Prisoners. In light of existing policies relating to confinement of personnel, confinement of a returned prisoner must be determined by the Commanding Officer. Hence, Cross-country Chaser personnel will not normally confine, or process for confinement, returned prisoners, except for prisoners held for further transfer. Confinement of returned prisoners will conform to reference (d). If such prisoners are confined in excess of 72 hours, transient prisoners will be taken before the Military Magistrate for a hearing to determine if continued pretrial confinement is warranted. A hearing before the Military Magistrate is not a prerequisite for removal of transient prisoners from confinement for transfer to the parent command if such confinement does not exceed 72 hours.

6. Concurrence. This Order has been coordinated and concurred in by the Commanding Generals, II Marine Amphibious Force, 2d Marine Division, FMF, 2d Force Service Support Group, (REIN), FMF, 6th Marine Amphibious Brigade, FMF and the Commanding Officers, Marine Corps Air Station, New River, Naval Hospital, and Naval Dental Clinic.


M. C. HARRINGTON
By direction

DISTRIBUTION: A plus
Base PMO (40)
COMCABEAST (5)
CG, 2d MAW (5)



INSTRUCTIONS FOR PRISONER ESCORTS

1. These instructions form a part of your orders, and you will be governed by and conduct yourself in accordance herewith.
2. From the time of departure until you have delivered your prisoner(s), on return, you are on duty and will conduct yourself accordingly. You will remain in uniform, properly worn, and will abstain from drinking intoxicants during the entire trip. You and the guards under your charge will conduct yourselves, at all times, so as to cause no unfavorable comments by the public.
3. You will follow the prescribed route to and from your destination. Detours or delays for personal reasons are prohibited. You will not visit bars, prisoners' homes, your own home, or the home of any guard under your charge. If delayed at your destination in obtaining delivery of your prisoner(s), you will secure a statement signed by the person responsible for the delay, stating the time of arrival, time prisoner(s) were delivered to you, and the reason for delay.
4. Uniform to be worn during this duty will be the uniform of the day with ribbons and badges, duty belt and night stick. You will have in your possession one set of handcuffs for each prisoner to be taken into custody by you, plus one additional set to allow for unexpected prisoners.
5. When traveling with prisoners, one escort, as detailed by the senior escort, will remain awake at all times and keep the prisoner(s) under direct surveillance. Prisoners may be permitted to enter toilets aboard transportation unescorted provided all doors are under observation and the guard has assured himself an escape is unlikely.
6. Upon receiving a prisoner, you will conduct a search to ensure that no weapons, money, or other articles, which might aid in escape, are being carried.
7. All personal property taken from a prisoner will be inventoried using MCBCL 5500/1, Valuable Property Receipt, for that purpose. The form will be filled out in duplicate. The original will be retained by the senior prisoner escort, and the duplicate will be given to the prisoner. The prisoner's personal effects will be placed in an envelope so marked. The envelope will be sealed and signed by the prisoner across the seal. The envelope will not be opened except when releasing the prisoner from custody to proper authority. When the prisoner and his property have been accounted for, the escort will recover the duplicate Valuable Property Receipt.
8. Handcuffs or other restraints will be used if the prisoner poses a definite threat to the physical safety of personnel or property, has attempted to escape, or has become otherwise unmanageable. Under no circumstances will a prisoner be handcuffed to a seat or other solid object.
9. You are authorized to use such force as may be necessary to ensure safe delivery of the prisoner(s) and obedience to your orders. You will use no more force than necessary, and if force is required, you will use it as inconspicuously as possible. The use of excessive force is not justifiable and may result in disciplinary action. When it becomes necessary to use a night stick in subduing an individual, head blows should be avoided. Blows will be directed to the arms, shoulders, and legs.
10. Do not allow prisoner(s) to communicate or talk to other persons.
11. Do not become separated from your prisoner(s) at any time. If necessary, arrange with the stewardess or bus driver so that the prisoner(s) and escort(s) will be seated together.
12. When eating, require prisoner(s) to sit across the table, and if possible, diagonally across. Guard against the possibility of prisoner(s) throwing water, salt, pepper, or other matter in your face with the intent of impairing your vision.
13. Remain in position to block any effort on the part of the prisoner(s) to reach any conveniently located exit.

ENCLOSURE (1)

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14. In leaving planes or buses or when passing through unavoidable crowds, allow prisoner(s) to go in front of you and take a firm grip on the prisoner's belt. Under no circumstances allow anyone to pass between you and the prisoner(s).

15. If a prisoner escapes from a bus, notify the driver immediately. In any escape, notify the Chief of Police and Sheriff's Office at the nearest town and inform the Provost Marshal, Marine Corps Base, Camp Lejeune, by a collect telephone call.

16. If you have unforeseen difficulties (Loss of funds or weapons, unavoidable delay, interference by civilian authorities, sickness, etc.) enroute, notify the nearest Naval authority (Navy or Marine Corps activity) and request assistance or instructions. In case assistance cannot be obtained from these sources, call collect to the Provost Marshal's Office explaining the situation and requesting instructions.

17. Additional Instructions for Escorts. In all cases wherein you are authorized to be armed, you will ensure that prisoner(s) are under restraint of at least handcuffs. Under no circumstances will restraints be removed from the prisoner(s) while you are armed. Should a prisoner(s) attempt to escape, you will use minimum force necessary to prevent it. The only time you will use deadly force on a prisoner(s) will be by special orders issued by the Provost Marshal or the Commanding General. Deadly force will be in accordance with the current edition of NCO 5500.6. When you have special orders to use deadly force, you will discharge your weapon to disable, not to kill. If you are in a congested area where the discharge of a weapon would endanger persons other than the prisoner(s), it is better to permit the prisoner(s) to escape than to risk injury or death to an innocent person.

ENCLOSURE (1)

ABSENTEE APPREHENSION DATA

ABSENTEE APPREHENSION DATA
MCBCL 5830/21 (REV. 9-82)

INSTRUCTIONS: (1) Prepare in original and three copies with a signature on original and one copy. Retain one copy for your files.
(2) Complete this form when making claim for reward, reimbursable expenses and subsistence.
(3) Attach all pertinent data related to this claim.

CLAIM FOR (Check appropriate block(s)):

Reward Reimbursable Expense Subsistence

IDENTIFICATION OF ABSENTEE

NAME	SOCIAL SECURITY NUMBER
ORGANIZATION AND STATION	

APPREHENSION

PLACE OF APPREHENSION	DATE AND HOUR OF APPREHENSION
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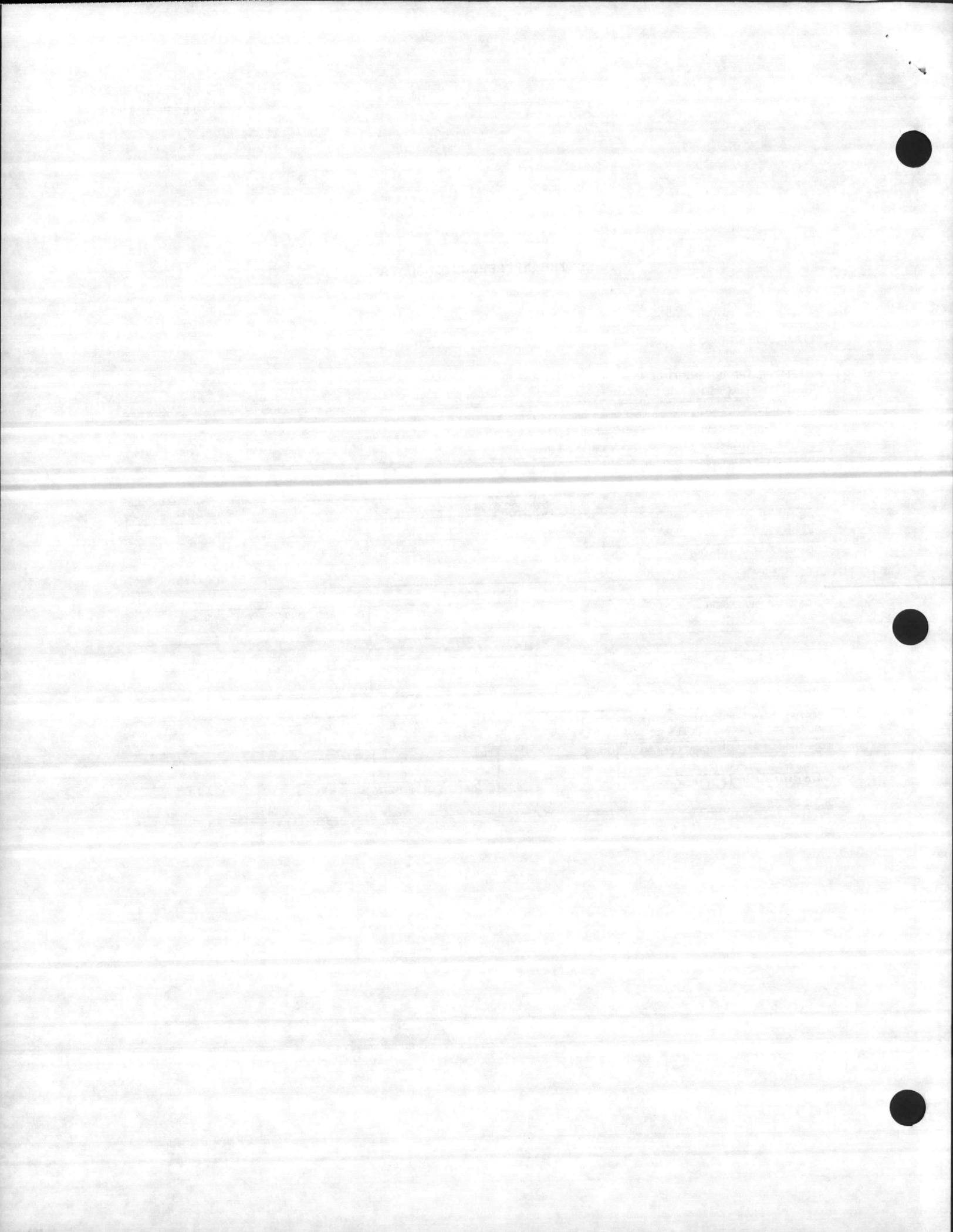
DELIVERY OF ABSENTEE

PERSON OR AGENCY REPRESENTATIVE MAKING DELIVERY	DATE OF DELIVERY
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CERTIFICATION (Complete only if no DD 563)

I CERTIFY THAT I REQUESTED ACTIVE COOPERATION IN THE APPREHENSION AND DELIVERY OF THE ABOVE SERVICEMAN, BASED ON A REQUEST FROM THE INDIVIDUAL'S COMMANDING OFFICER, MADE BEFORE APPREHENSION.

SIGNATURE OF APPREHENDING OFFICIAL	RANK	BILLET	ORGANIZATION
TYPED NAME AND TITLE OF MILITARY AUTHORITY		SIGNATURE OF MILITARY AUTHORITY	



CLAIM FOR REWARD

CLAIM FOR REWARD
MCBCL 5830/21A (REV. 8-82)

INSTRUCTIONS: Prepare in original and three copies with signature on original and one copy. Retain one copy for your files.

SUBSTANTIATIONS (When reward is payable, provide one below):

- DD FORM 553 (Absentee Wanted by the Armed Forces)
- *Commanding Officer's Statement (oral or written) to the receiving authorities or direction to the civil authority. Statement can only be provided by Commanding Officer, Acting Commanding Officer, and those personnel given "By direction" authority. If this block checked, complete officer information below.

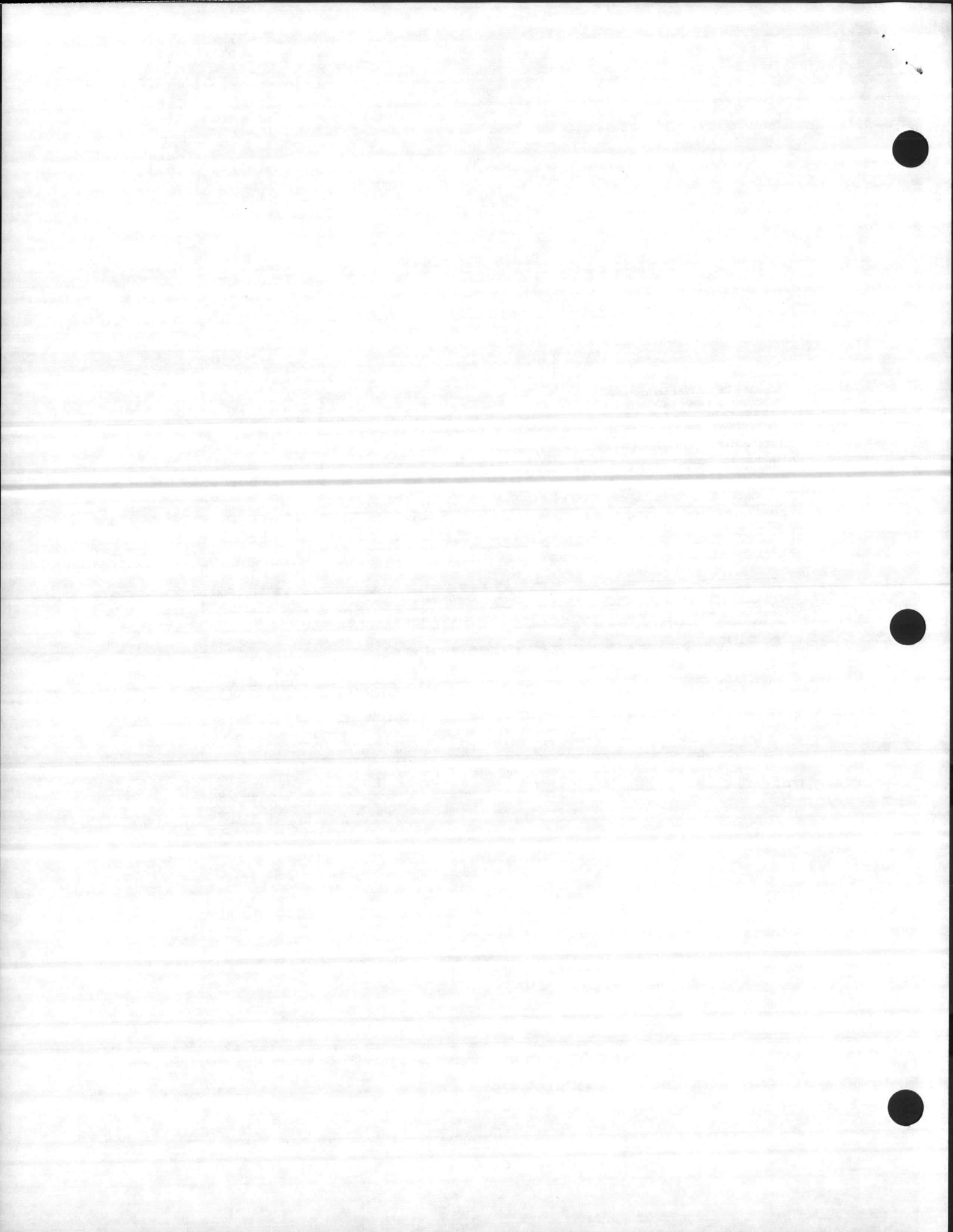
NAME OF OFFICER MAKING STATEMENT	RANK	TITLE
ORGANIZATION		DATE

CERTIFICATION

I certify that active cooperation for the apprehension and delivery of the absentee name below was promulgated by the above named officer. With substantiation afforded, I hereby voluntarily make a claim for:

- Reward for the apprehension and detention until military authorities assumed control.
- Reward for the apprehension and delivery to military control.

NAME OF ABSENTEE	IDENTIFICATION NO.	SOCIAL SECURITY NUMBER
UNIT		
NAME OF CLAIMANT (Please Print)	ADDRESS (Street, City, State, Zip Code)	
SIGNATURE OF CLAIMANT		DATE



CLAIM FOR SUBSISTENCE FOR CIVIL AUTHORITIES

CLAIM FOR SUBSISTENCE FOR CIVIL AUTHORITIES

MCBCL 5830/21B (REV. 8-82)

Civil authorities may be reimbursed for the cost of subsistence furnished absentees or deserters placed in their custody for safekeeping at the request of military authorities. Such reimbursement will be in addition to rewards and reimbursement for actual expense.

- INSTRUCTIONS: (1) Prepare in original and three copies with signature on original and one copy. Retain one copy for your files.
(2) Complete this form when making claim for subsistence.
(3) Attach all pertinent data related to this claim.

PERSON OR AGENCY SUBMITTING CLAIM

FROM (Official's Name and Title)

ADDRESS (Street, City, State)

MILITARY AUTHORITY REQUESTING SAFEKEEPING

NAME	RANK	TITLE
ORGANIZATION		

DATE REQUEST RECEIVED	INCLUSIVE DATES OF RETENTION
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ABSENTEE BEING HELD IN SAFEKEEPING

NAME	RANK	SSN
ORGANIZATION		

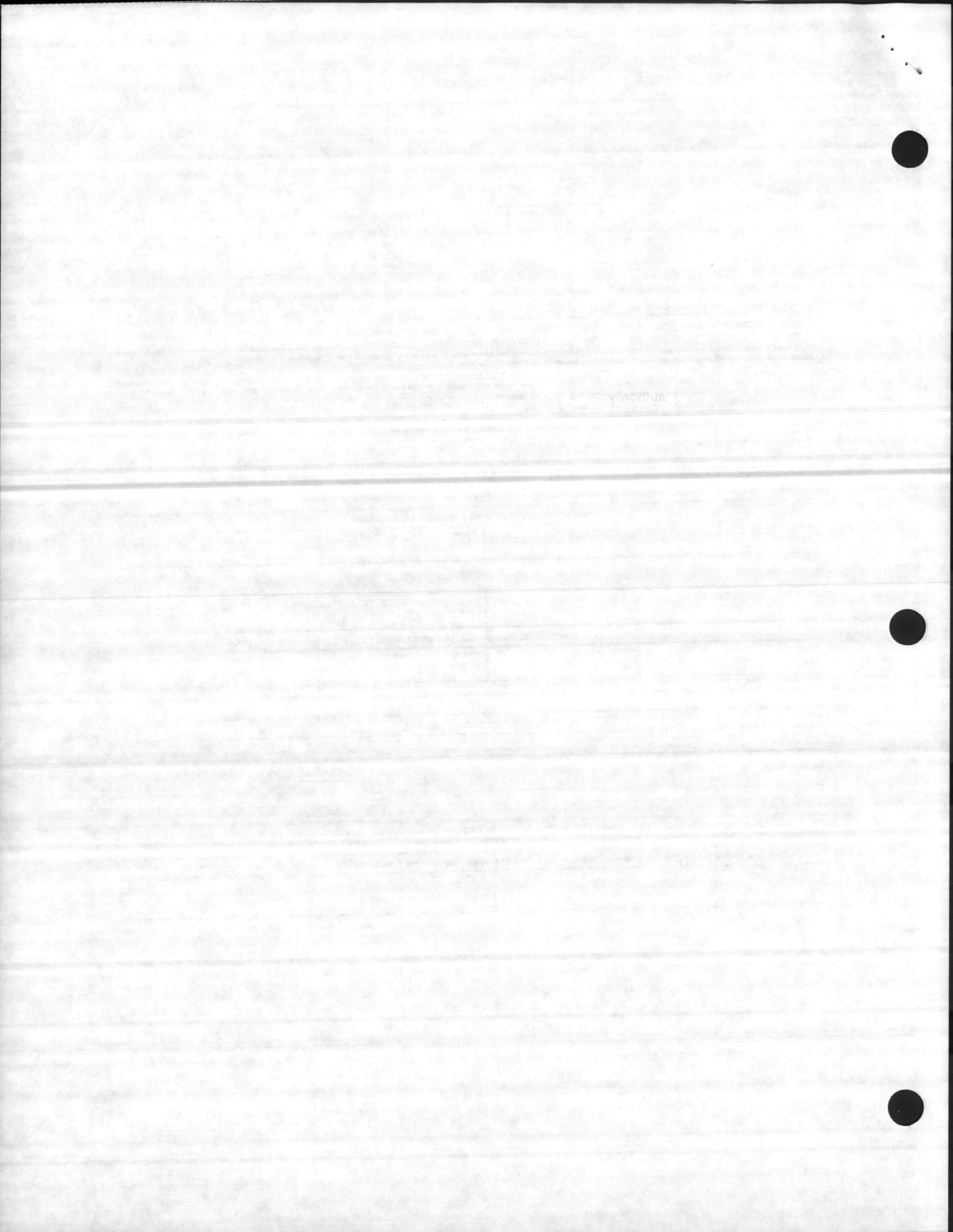
REQUESTED REIMBURSEMENT

Meals at _____ per meal	\$ _____
Turnkey Fees	\$ _____
Other	\$ _____
TOTAL	\$ _____

CERTIFICATION

I certify that the above bill is correct and just and that payment therefore has not been received.

SIGNATURE	TITLE
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STATION

CLAIM FOR REIMBURSABLE EXPENSE MILITARY/CIVILIAN

CLAIM FOR REIMBURSABLE EXPENSE MILITARY/CIVILIAN
MCBCL 5830/21C (REV 8-81)

TO BE COMPLETED WHEN A CLAIM IS MADE FOR REIMBURSEABLE EXPENSES BY EITHER MILITARY OR CIVIL AUTHORITIES AS APPLICABLE.

I. When a reward has not been offered or conditions for a payment of a reward cannot be met, reimburseable expenses not to exceed \$25.00 may be paid for the apprehension and delivery of an absentee. If this type of claim is to be submitted, one of the following substantiations must be provided:

A. DD Form 553 (Absentee Wanted by the Armed Forces)

B. Statement (oral or written) by the Commanding Officer to the receiving military authorities or directly to the civil authority. This statement can only be provided by Commanding Officers, Acting Commanding Officers, and those personnel given "By direction" authority. If substantiation is to be afforded via this method, execute the following statement:

I CERTIFY THAT ACTIVE COOPERATION FOR THE APPREHENSION AND DELIVERY OF THE ABSENTEE WAS PROMULGATED BY:

NAME	RANK	TITLE
ORGANIZATION	DATE	

II. With the above substantiation afforded, I hereby voluntarily make a claim for the following reimburseable expenses in the case of

NAME OF ABSENTEE	SOCIAL SECURITY NO.	UNIT
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DATE	ITEM	AMOUNT
TOTAL		

SIGNATURE OF CLAIMANT	TITLE	ADDRESS
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Prepare in Original and 3 Copies with signature on Original and 1 Copy. Retain 1 Copy for your files.

